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ANDERSON COLLEGE



STUDENT HANDBOOK
FOR WOMEN

1970 - 1971

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ANDERSON COLLEGE

Student Handbook

FOR WOMEN

ANDERSON, SOUTH CAROLINA

1970 - 1971



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ALMA MATER

Dear to our hearts is our Alma Mater
Loyal and true are we;
Truest devotion till life is ended,
Wholly we pledge to thee.

Tho' from thy halls far away we wander,
Thoughts back to thee will fly;
And tender mem'ries time cannot sever,
Love that will never die.

Heaven's choicest blessings ever attend thee,
Dear Alma Mater mine—
No shadows harm thee, no fears alarm thee,
Always the sunshine thine.

And tho' we leave thee, we'll never grieve thee,
True to our trust we'll be;
Our best endeavor, now and forever,
Always to honor thee.

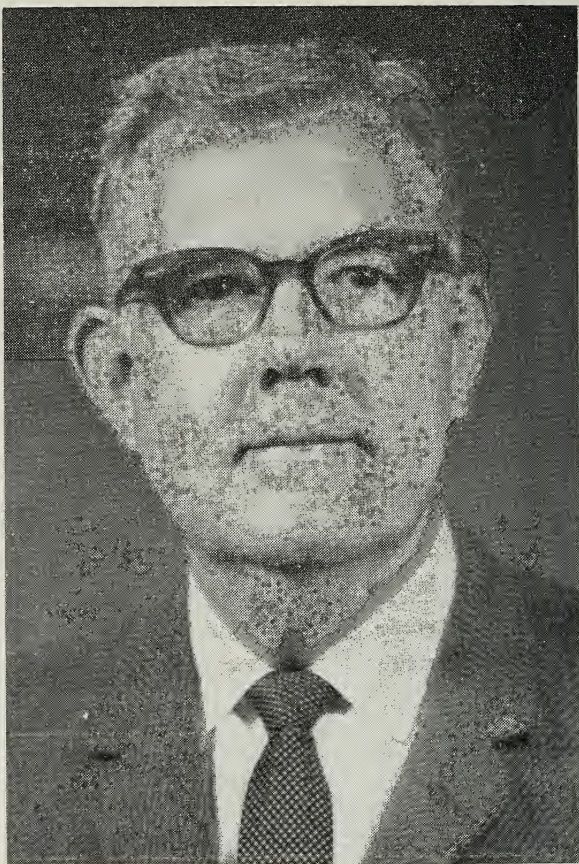
—Mrs. Charles Sullivan, Sr.

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JOHN EDWARD ROUSE
President

A MESSAGE TO STUDENTS AND PARENTS

In any community, certain policies and regulations are necessary for the good of all. Anderson College is a community of predominantly Christian young men and women in pursuit of knowledge. This community, too, has found it necessary to establish policies of conduct for its citizens.

This handbook contains student regulations which should be read carefully by students and their parents. Every student—dormitory and day—will be given a comprehensive EXAMINATION ON THE HANBDOK early in the first semester at Anderson College.

Not all students would be happy at Anderson College. Many young people would prefer a large university atmosphere with less restrictions. Those who prefer such an atmosphere are encouraged **not** to enroll at Anderson College.

Anderson College is owned and supported by the South Carolina Baptist Convention. Every effort is made to maintain an environment conducive to Christian education. Anderson College believes Christian education comes to pass as well-trained dedicated Christian teachers teach motivated Christian students in an atmosphere of reverence for all truth.

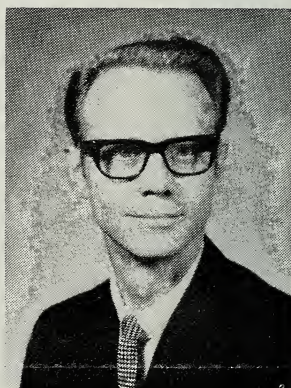
Every student should bring to college a growing Christian faith, a Bible for daily reading, and integrity of character which will cause him to form and follow right habits.

To this high purpose, the administration, staff, and faculty welcome all students, those enrolling for the first time and those who are returning.

J. E. ROUSE
President



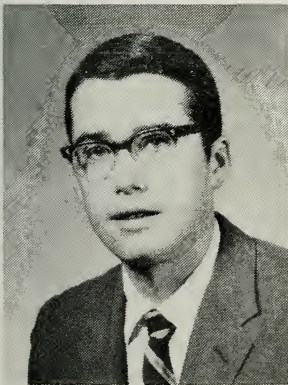
J. K. LAWTON
Vice-President and
Dean of Student Affairs



DR. PAUL A. TALMADGE
Academic Dean



MILDRED B. KIRBY
Dean of Women



ERIC M. STAFFORD
Dean of Men

STUDENT GOVERNMENT



ED CARNEY
President



HARRIETT FLOYD
Vice-President



BOB HOLLAND
Secretary

STUDENT COUNCIL OATH

I promise to perform to the best of my ability my duties as a student council member. I further promise to uphold the standards of our school at all times and always to be faithful to the Student Council.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF ANDERSON COLLEGE

The Administration of Anderson College, believing that the welfare of the college will be advanced by the development of an efficient system of self-government among the students in all that relates to the conduct of the students individually and as a group, has entrusted to them a share in matters pertaining to student conduct, loyalty and honor.

The whole scheme of successful student government is based upon the idea of serious individual responsibility. Since the standards of the group can be no higher than those of each individual within the group, it is the duty of each student to strive to uphold the highest standards of conduct, loyalty and honor in all phases of college life.

Article I — Name

The name of this organization shall be the Student Government Association of Anderson College.

Article II — Object

The object of the Association shall be to foster student interests and activities, to maintain high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

Article III — Membership

Every student enrolled in Anderson College automatically becomes a member of the Student Government Association.

Article IV — Powers

The powers vested in the Student Government Association constitute a privilege granted by the Administration. These powers shall be subject to revocation at any time at the direction of the President of the College.

Article V — Meetings

The Executive Council shall hold regular monthly meetings.

Article VI — Executive

Section 1. Council. The executive power of the Student Government Association shall be vested in the Executive Council.

Section 2. Officers. The Executive Council shall consist of the following officers:

President
Vice-President
Secretary-Treasurer

Social Chairman
President of B.S.U.
Chairman of Men's Council
Chairman of Women's Council
President of A.C.A.A.
President of the Sophomore Class
President of the Freshman Class
Student Chairman of Religious Council

Section 3. Duties.

a. The duties of the Executive Council shall consist of the promotion of scholarship, honor, and student activities on the campus.

b. Any member of any of the Councils missing two meetings of the Council without excuse (permission obtained in advance from the presiding officer) may be relieved of his or her position.

Article VII — Legislation

The legislative power shall be vested in the Student Government Association as a whole, Student Faculty Committee and the Administration. Amendments to the Constitution may be proposed in writing by fifty (50) members of the Association. After approval by the Student Faculty Committee and after two weeks of consideration, the Association may adopt amendments by a two-thirds majority of the people voting.

Article VIII — Duties of the Officers

Section 1. The President.

- a. Shall preside at the meetings of the Student Government Association and the Executive Council.
- b. Shall act as representative of the Student Body.
- c. Shall serve on the Student Faculty Committee and the Nominating Committee.
- d. Shall appoint the necessary student committees.
- e. Shall serve as chairman of the Sophomore Class until the Class President is elected.

Section 2. The Vice-President.

- a. Shall perform the duties of the President in his or her absence or at the request of the President.
- b. Shall promote social standards.
- c. Shall serve as chairman of the Freshman Class until the election of the Class President.

Section 3. Other Members of the Executive Council.

The President of the B.S.U., President of the Sophomore Class, President of the Freshman Class, President of A.C.A.A., Chairman of the Men's Council, Chairman of the Women's Council represent the groups which they head.

Section 4. The Secretary-Treasurer.

- a. Shall carry on the correspondence of the Student Government Association.
- b. Shall keep a record of all proceedings of the Student Government Association and the Executive Council.

Article IX — Women's Council

Section 1. Officers. The Women's Council shall consist of the following officers:

Chairman

Vice-Chairman

Secretary

House President, Pratt

House President, Denmark

Proctors: These are elected from each dormitory as needed

Day Student Representative

President of Student Body if she is a woman, or

Vice-President if President is a man

Section 2. Elections: The above officers shall be elected in the following manner:

a. Two names for each office shall be placed in nomination by members of the Women's Council and approved by the Student Faculty Committee.

b. Women boarding students shall elect those pertaining to dormitory life. (These include all of the above except the day student representative.)

c. Women day students shall elect a student for day representative.

d. Freshman representative shall be president of the Freshman Class if she is a woman, or Vice-President if the President is a man.

Section 3. Duties of Officers.

a. Chairman

1. To preside over all meetings of the Council.

2. To apportion duties to Council Members.

3. To exercise general supervision over all dormitory regulations.

4. To keep dormitories following similar schedules and regulations.

5. To serve as member on Executive Council of Student Government Association.

6. To serve as a member of the Student Faculty Committee.

b. Vice-Chairman

1. To perform the duties of the Chairman in her absence.

2. To inform students of restrictions and penalties imposed by the Women's Council.

c. Secretary

1. To preserve a written record of all meetings of the Council.
 2. To post restrictions and other penalties.
 3. To keep a permanent file of all penalties.
 4. To carry on all correspondence of the Council.
- d. House Presidents
1. To preside over all dormitory meetings.
 2. To exercise general supervision on her dormitory halls.
 3. To make assignments to proctors.
 4. To meet weekly with proctors.
- e. Proctors
1. To carry out all duties assigned her by the House President.
 2. To check rooms five minutes after the ringing of the bell for study hour and to report any violations to the House President.
 3. To meet once a month with the Council.
 4. Any proctor who is absent from her section for any length of time or who is unable for any reason to perform her duties shall secure a substitute and shall report the name of the latter to her House President.
 5. One of the proctors in each dormitory shall be designated to serve also as a Fire Marshal.

Section 4. Meetings

- a. The Women's Council shall meet weekly and at other times as deemed advisable by the Chairman of the Council.
- b. Dormitory meetings shall be held monthly and at other times as deemed advisable by the House President.
- c. Meetings of all women boarding students shall be held monthly, presided over by Chairman of Women's Council.

Article X — Men's Council

Section 1. Officers. The Men's Council Officers shall be as follows:

Chairman
 Vice-Chairman
 Secretary
 Day Student Representative
 Proctors

President of Student Body if he is a man, or Vice-President if President is a woman.

Section 2. Elections. The above officers shall be elected in the following manner:

- a. Two names for each office (except Proctors) shall be placed in nomination by the Student Faculty Committee.
- b. The Proctors shall be approved by the Student Faculty Committee; this approval shall take place two weeks prior to the installation of the Men's Council.
- c. Men day students shall elect a student for day representative.

Section 3. Duties of Officers.

- a. Chairman
 1. Preside at the meeting of the Council.
 2. Impose penalties for violation of College rules.
 3. Serve as fire marshal.
 4. Serve as a member of Student Faculty Committee.
- b. Vice-Chairman
 1. Perform all duties of the Chairman in case of the inability of that officer to do so.
 2. Impose penalties for violation of College rules.
3. Secretary
 1. Keep a record of all proceedings of the Council Meetings.
 2. Impose penalties for violation of College rules.
- d. Proctors
 1. Help promote fellowship and social activities.
 2. Impose penalties for violation of College rules.
 3. Serve as fire marshal.

Section 4. Meetings.

1. Men's Council shall meet once a week and at other times when deemed necessary by the Chairman or Dean of Men.
2. These meetings are required, see Section 3, (part b) of this constitution. Removal to be carried out by the Men's Council.
3. First unexcused absence—ten penalties will be given.

Article XI — Election Procedures

Section 1. Order of Election.

- a. All elections shall be conducted by the Student Government Association.
- b. Elections shall be held in this order:
 - Student Government Officers
 - Council Members
 - Religious Organizations
 - A.C.A.A.
 - Clubs
 - Class Officers (in the fall)

Section 2. Eligibility.

a. A student must have a "C" average to be eligible for nomination—this grade to be based on the preceding semester's report. This average must be maintained and is based on hours attempted.

b. A student must be in good standing with Student Government Association.

c. All officers shall be rising sophomores except the Freshman Class President.

d. All nominees shall be checked by the point system as outlined in the Handbook.

e. Nominees shall be dedicated to upholding the policies of the college.

f. In the event that the President is a man, names of eligible women candidates already nominated for President and Vice-President may be submitted to the student body as nominees for Vice-President. One who has already run for President will be eligible to run over for the office of Vice-President.

In the event that the President is a woman, the Vice-President shall be a man, with nominees chosen in the above manner.

Section 3. Elections.

a. The election of officers except for President of the classes for a school term shall be in the month of March.

b. Election of Freshman Class President shall be held following clearing of mid-semester grades during first semester.

c. Sophomore Class President shall be elected at earliest possible date upon returning to school.

d. Proctors for Women's Council shall be appointed by the Women's Council with approval of Student Faculty Committee.

e. The President, Vice-President and Secretary-Treasurer of the Student Government Association shall be nominated by secret ballot and submitted to Student Faculty Committee for approval.

f. No more than five names for each office shall be submitted—the two receiving the highest number of votes shall be considered nominated.

g. The President of the Student Government Association shall act as Chairman for the Sophomore Class until a Class President is elected.

h. The Vice-President of the Student Government Association shall act as Chairman of the Freshman Class until a Class President is elected.

i. Two persons shall be nominated by secret ballot for each class office.

j. Opportunity for campaigning for office shall be provided under the supervision of the Dean of Student Affairs.

Article XII — Installation

A public installation service for all Student Government Officers shall be held before the entire student body as soon as elections are completed.

Article XIII — Vacancies

Handling of vacancies occurring during the school term shall be left to the discretion of the Student Faculty Committee.

Article XIV — Student Faculty Committee

Section 1. The Student Faculty Committee shall be composed of the Dean of Women; the Dean of Men; the Dean of Student Affairs; the President of Student Government Association; the Chairman of the Women's Council; and the Chairman of the Men's Council; three members of the Faculty; and two of the student body elected by the above members of the Committee.

Section 2. The Committee shall consider problems and policies of the College. Any student or faculty member may request consideration of any matter by the Committee.

Section 3. The Committee shall be subject to called meetings at any time.

Section 4. Cases of discipline involving major offenses may be referred to this Committee.

Section 5. Matters of an unusual nature may be brought to the exclusive attention of the Faculty of this Committee.

Section 6. The President of the College is Ex-Officio, and all action shall be subject to his approval or veto.

Article XV — Dismissal From Office of Any Officer of the S.G.A.

Section 1. Any student, faculty member, or member of the administration may initiate dismissal procedures against any officer who, in his or her opinion, is guilty of improper conduct or incompetence in the office he or she may hold.

Section 2. Charges will be lodged with the Chairman of the Student Faculty Committee and the President of the S.G.A. (Vice-President in case charges are against the President.)

Section 3. Charges will be reviewed by the above two for substantiation. If held to be valid, the charges will be brought before a joint meeting of the Executive Council of the S.G.A. and the Student Faculty Committee. The vote will be by secret ballot and the vote must be by 2/3 majority of those voting in order for a decision to be reached.

Section 4. If the President is removed, the Vice-President will succeed if the joint group so desires. Else, the President (or acting President if the President be removed) shall then institute the proper election procedures to fill the vacancy.

HONOR PLEDGE

I do solemnly pledge, that, I will faithfully uphold the principles of the Honor Code of the student body of Anderson College.

I promise to help my fellow students by calling to their attention any action or attitude that will jeopardize the Honor Code or that will weaken the system of self-government.

I make this pledge with my fellow students to signify my determination to help keep our Honor Code, maintain self-government, and to hold my own personal honor sacred.

SIGNED _____

MAJOR OFFENSES

MAJOR OFFENSES may be brought before the Student Faculty Committee for a decision. _One may be suspended for the first major offense:

1. Stealing
2. Lying
3. Cheating
4. Gambling
5. Malicious destruction of college property
6. Use or possession of alcoholic beverages
7. Abuse of drugs or narcotics
8. An accumulation of eight demerits
9. Any unchaperoned party

Any student receiving as many as six demerits is advised to withdraw from the College in order to avoid suspension. Demerits will not be dropped at the end of a semester during the year. Those accrued in first semester are carried over into second semester.

The President of the College is authorized by the Board of Trustees to request the withdrawal of any student whose presence in the College, for reasons of health, conduct, or scholarship, does not meet with the approval of the Administration, or whose influence, whether by word or deed, is injurious to other students or to the welfare of the institution. Specific charges are not necessarily made.

GENERAL INFORMATION



TRADITIONS

If it is the wish of the Councils, the Crook Party introduces the fall activities. At this party the tradition of the hiding of the Crook will be explained.

The Christmas season is ushered in by Christmas First Night. Christmas carols are sung and played in the College dining room during the month of December. Before the Christmas holidays the College choir presents a Yuletide Concert.

Founders Day is observed on February 14. On this date in 1911 the charter of Anderson College was granted by the State of South Carolina.

The May Day Festival is held annually.

THE ANDERSON COLLEGE IDEAL

"A Healthy Christian Student doing his work honestly, accurately, completely, and happily," which means that he has:

1. Christian sense of values.
2. Integrity of character.
3. An abiding interest in learning.
4. A respect for human personality.
5. A healthy body.
6. Creative responsibility.
7. Accuracy in all things.
8. Appreciation of the beautiful.
9. Happiness in spirit.
10. Courtesy in manner.

The Anderson College ideal as an expression of the spirit of Anderson is held constantly before the minds of the students.

HOW TO SUCCEED AT ANDERSON COLLEGE

Be alert.

Be kind.

Be humble.

Be on time.

Be industrious.

Take a physical.

Eat no more than enough.

Sleep at least seven hours.

Study lessons as assigned.

Spend less than your income.

Be loyal to the administration.

Take physical exercise regularly.

Associate with wholesome companions.

Accept Christ as Savior and live as His subject.

HISTORY

Anderson College traces its origin to one of the first institutions ever established for the higher education of women in the United States. This institution was an antebellum academy, the Johnson Female Seminary, opened in the village of Anderson in 1848. It is still remembered in the City of Anderson, and the names of many of the older families of the community are to be found in surviving class rolls of the old seminary.

During the Civil War, Johnson Female Seminary was forced to close, and subsequently the stress of the times prevented its reopening. But the spirit of education enterprise lived on in the community, and in time a new generation of men and women arose to carry on where the old institution had left off. The outcome of their efforts is the present Anderson College. Its foundations were laid in 1911; and since its opening in the fall of 1912, it has held a place among the recognized colleges in the State of South Carolina.

TRANSITION TO A JUNIOR COLLEGE

Anderson College, which since 1912 had functioned as a senior or four-year type college, assumed a new role in the educational program of the state by opening in September 1930, as a junior college. The decision to reorganize as a junior college was made in 1929, and in that year the change was ratified by the Baptist State Convention, which sponsors and supports Anderson College.

STUDENT ORGANIZATIONS



It is the policy at Anderson College that all student clubs, organizations and publications will have faculty sponsorship which meets with the group any time it is in session.

RELIGIOUS ORGANIZATIONS AND OFFICERS

Baptist Student Union

President—Harold Greene
Communications—Barbara Culbertson
Program—Jackie Wemple
YWA Representative—Beverly Lowry
Missions—Debra Bouchillon
Enlistment—Andy Davis
Church Related Representatives—Andy Menger

Young Women's Auxiliary

President—Beverly Lowry
Study Leader—Teresia McClure
Activity Leader—Karen Bentley
Mission Actions—Ann Farrow and Carolyn Davis
Secretary—Ann Smith

Canterbury Club (Episcopal)

To be elected

Wesley Fellowship (Methodist)

President—Sam Lewis
First Vice-President—Ann Osteen
Second Vice-President—Craig Snider
Secretary-Treasurer—Jane Palmer

Westminster Fellowship (Presbyterian)

Moderator—(Officers to be elected)
Faculty-Staff Advisor—Susan Stafford

Newman Club (Roman Catholic)

To be elected

Luthern Club

To be elected

HONOR SOCIETIES AND OFFICERS

Phi Theta Kappa (General Academic Society)

To be elected

Alpha Phi Epsilon (Secretarial Science Society)

To be elected

Gamma Beta Phi

To be elected

Denmark Society

Membership of sophomores in the Denmark Society is named by the Faculty Committee and is announced at Commencement.

STUDENT PUBLICATIONS

Publications of a college present a picture of the policies and life of the college. The faculty and administrative sponsors of the various publications have the final responsibility of determining materials which should appear in the publications.

THE YODLER (Semi-Monthly Newspaper)

Editor—Shirley Blume

Associate Editor—Anna Smith

Sports Editor—George Honold

THE COLUMNS (Yearbook)

Editor—Julie Osbirne

Associate Editor—Bob Holland

Photographer—Charles Welborn

IVY LEAVES (Literary Magazine)

Editor—Sally Dawson

Staff Positions

Staff Positions for the Columns, the Yodler, and Ivy Leaves are open to interest students:

COLUMNS

Editor

Associate Editor

Sports Editor

Editorial Assistant

YODLER

Editor

Associate Editor

Sports Editor

Editorial Assistant

Business Manager for Yodler

IVY LEAVES

Editor

Associate Editor

Art Editor

Business Manager

Application forms for staff positions may be secured in the Dean of Student Affairs office. Forms must be returned to the Dean's office by March 15.

Staff appointments are made by the Publication Committee:

Dean of Student Affairs, Chairman
Dean of Men
Dean of Women
Journalism Professor
Faculty Advisor for Columns
Faculty Advisor for Yodler
Faculty Advisor for Ivy Leaves
SGA President
Editor of Columns
Editor of Yodler
Editor of Ivy Leaves

CLUBS AND OFFICERS

Omicron Iota Kappa (Home Economics Society)

To be elected

Delta Psi Omega

To be elected

Circle K Club (Service Club)

President—Chuck Welborn
Vice-President—Brian Blatt
Secretary—Bob Wallace
Treasurer—Glenn Corley

Commercial Club

President—Faye Sams
Treasurer—Peggy Davis
Program Chairman—Gloria Charpia
Social Chairman—Jane Rowland
Vice-President and Secretary to be elected from freshman class

Home Economics

President—Beth Hamilton
Vice-President—Mary Hill
Vice-President—Pat Shirley

Music Study Club

To be elected

Anderson College Art Club

President—Richard Tumbleston
Vice-President—Jerry Woodson
Secretary and Treasurer—Kristine Hooper
Exhibition Chairman—Wayne Ford
Gallery Chairman—Billy Botts

Anderson College Players

To be elected

Leadership Forum

Presidents of clubs and organizations and editors of student publications constitute the membership of the Leadership Forum. Meeting with the Dean of Student Affairs, this student leadership group seeks positive, constructive answers to questions of interest to student leaders.

The Anderson College Choir

To be elected

Athletic Association

To be elected

Fellowship of Christian Athletics

To be elected

OTHER ACTIVITIES

Miss Anderson College

A pageant begun by the Columns Staff has become an annual affair. The pageant is presented by Women's Council under the guidance of the Dean of Women.

May Day

The Women's Council sponsors the entire presentation. Various sub-committees will be appointed by members of the council. The Dean of Women shall be the advisor of the group.

ACTIVITIES POINT SYSTEM

During the year no student may hold office or participate in the extracurricular activities for which the total number of points is more than five. Exceptions to the rule are permitted only by the faculty members of the Student Faculty Committee.

Student Government Association

President	4
Vice-President	2
Secretary-Treasurer	3

Student Government Association (continued)

Chairman Men's Council	3
Chairman Women's Council	3
House President	3
Day Representatives	1
Proctor	2
Council Member	1

Religious Organizations

President of organizations	3
Vice-President B.S.U.	1
Secretary B.S.U.	3
Cabinet Members	1

Anderson College Athletic Association

President	2
Vice-President	1
Secretary-Treasurer	1
Member of a team	1
Cheer Leader	1

The Yodler, The Columns and Ivy Leaves

Editor-in-Chief	3
Associate Editor	3
Business Manager	2
Staff Member	1

Class Officers

President	1
Other Officers	1

College Choir

President	2
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Clubs

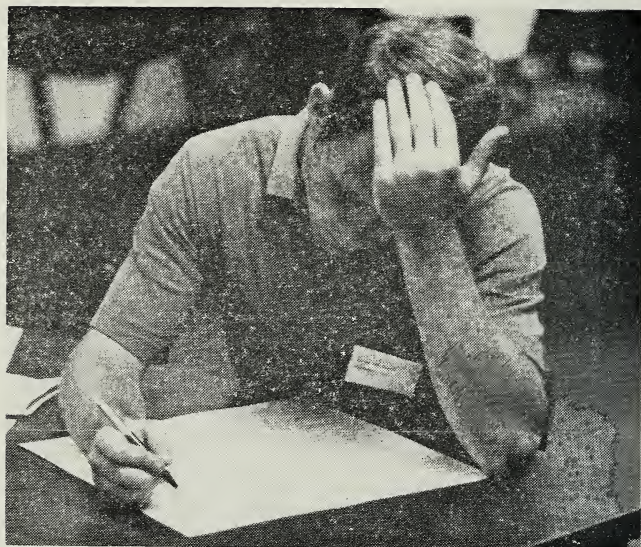
President	2
Other Officers	1

Dramatics

Participant or assignment in a production

Major	2
Minor	1

ADMINISTRATIVE REGULATIONS



BEGINNING YOUR ACADEMIC EXPERIENCE

Orientation

Your college career should begin well, continue well, and end well. The college provides a comprehensive program of orientation to college life. The college year will begin with a week of freshman orientation, testing, advising and guidance. August 22 through 28 is set aside to acquaint the new student with the college and to enable him to make the best possible adjustment to this new experience. Orientation is as much a part of the semester's work as is the week of examinations which concludes it. Students are required to complete the orientation program because it is designed to enhance chances of scholastic success.

Academic Advising

The academic dean directs the program of academic advising. Each student is assigned to a faculty member who serves as his academic adviser throughout his enrollment. The adviser assists the student in preparing his program of study by selecting classes and arranging his schedule. The adviser is available to the student for consultation on all matters involving the student's scholastic activity.

Registration

Registration is the process of enrolling in classes for a new semester. The registration for new students will take place during the Freshman Week, August 22-28, 1970. The registration for the second semester will be conducted in December. Anderson College is presently following a system of centralized registration using the staff of the Registrar's office.

Academic Load

The academic load of college students is measured in terms of "semester hours." A class which meets for three days a week is a three semester hour class. The student normally takes 16 semester hours each semester. This usually consists of five to six different subjects. One tuition fee is charged to all full-time students. The student who takes over seventeen semester hours is charged an additional \$20 per semester hour. Students who are working at part-time jobs while enrolled in college are not encouraged to take a full load. The academic dean may require a working student to limit his load to a specified number of hours. A full-time student is one who is taking 12 or more semester hours (usually four classes).

Class Attendance

By the act of enrollment the student is responsible for all course work. The student is obliged to attend regularly and punctually all classes, laboratories, chapels, and convocations. The student is expected to carry out all assignments promptly.

The student should limit nonattendance to official leaves of absence and to emergencies and illness. A report of the class attendance record is made on the student's grade report at mid-semester and at the end of the semester.

Each instructor will keep an accurate record of class attendance on each of his students. All absences will be counted as absence regardless of the circumstances. The only exception will be official leaves of absence to represent the college.

Students will be allowed a certain number of absences without penalty, as described below.

When the student has accumulated as many absences as there are class meetings per week the instructor will warn the student and will submit to the academic dean a record of these absences. A copy will be sent to the student and to the student's parents.

When the student's absences exceed twice the number of class meetings per week the instructor will inform the student that he is dropped from the class. A report of these absences and the suspension will be given to the academic dean and a copy sent to the student and his parents. If the absences are caused by extended illness or confinement due to accident or injury the student will be allowed to withdraw from the class. A statement will be needed from the student's doctor on forms provided by the college. Under all other circumstances the student who has excessive absences will receive a grade of FA (failure because of excessive absences) for the class.

Students who officially represent the college on teams and groups, field trips, and special assignments will be granted an official leave of absence by the academic dean. The instructor sponsoring the activity will file the request for a leave of absence. Official leaves of absence during one semester are limited to five for classes which meet three or more times a week, and to three for classes which meet fewer than three times a week.

Three tardies shall count as one absence in all classes, regardless of the number of meetings per week.

Absences from a class period on the last day before a holiday and the first class day following a holiday shall count as two absences. Students who live a great distance from the college should avoid excessive absences in case it is necessary for them to extend a holiday period because of travel difficulties.

Proposed Academic Calendar

1970-71

Fall Semester—August 22 through December 18, 1970

- Aug. 22—Freshmen and parents arrive for orientation
- Aug. 23—Freshman Week: Worship, orientation, placement tests, registration
- Aug. 28—Freshmen go through class schedule
- Aug. 29—Sophomores arrive on campus for orientation
- Aug. 31—Classes begin
- Sept. 1—Opening Convocation
- Sept. 5—Last day for class change
- Oct. 24—Mid-semester reports due in registrar's office
- Nov. 25—Thanksgiving holiday begins after last class
- Nov. 30—Classes resume at 8:00 a.m.
- Dec. 5—Christmas First Night
- Dec. 14—Final Exams begin
- Dec. 18—Christmas holiday begins after last exam

Spring Semester—January 4 through May 9, 1971

- Jan. 4—Registration new students and orientation all students
- Jan. 5—Classes begin
- Jan. 9—Last day for class change
- Feb. 11—Founder's Day—classes suspended after 11:50
- Feb. 26—Mid-semester holidays begin after last class
- Feb. 27—Mid-semester reports due in registrar's office
- Mar. 8—Classes resume at 8:00 a.m.
- April 7—Easter holiday begins after last class
- April 13—Classes resume at 8:00 a.m.
- April 23—May Day
- April 29—Final Exams begin
- May 9—Graduation

Summer School—June 7 through August 13, 1971

- June 7—Beginning of first session
- July 9—Last day of first session
- July 12—Beginning of second session
- August 13—Last day of second session

DAILY SCHEDULE

Monday, Wednesday and Friday

- 6:45- Rising Bell (Resident Women)
- 7:00- 7:45 Breakfast
- 8:00- 8:50 First Class Period
- 9:00- 9:50 Second Class Period
- 10:00-10:50 Third Class Period
- 11:00-11:50 Fourth Class Period
- Noon-12:30 Fifth Class Period
- 11:00- 1:00 Lunch (Students should schedule
classes so as to leave either 5th or
6th period open for lunch)
- 1:00- 1:50 Sixth Class Period
- 2:00- 2:50 Seventh Class Period
- 3:00- 3:50 Eighth Class Period
- 4:00- 4:50 Ninth Class Period
- 5:00- 6:00 Dinner
- 5:50- 7:50 Recreation Period

Resident Women:

- 7:55 Warning Bell
- 8:00 Study Hall
- 10:00 Study Break
- 11:00 Room Check and sign in time
- 12:00 Lights Out
Final Check by Proctor

DAILY SCHEDULE

Tuesday and Thursday

- 6:45- Rising Bell
- 7:00- 7:45 Breakfast
- 8:00- 9:15 First Class Period
- 9:25-10:40 Second Class Period
- 10:50-11:40 Chapel and Convocation
- 11:50- 1:05 Third Class Period — Also Lunch
- 1:15- 2:30 Fourth Class Period
- 1:00- 3:50 Laboratory Periods
- 5:00- 6:00 Dinner
- 5:50- 7:50 Recreation Period
- 7:55 Warning Bell
- 8:00 Study Hall
- 10:00 Study Break
- 11:00 Room Check and sign in time
- 12:00 Lights Out

CALENDAR

MONDAY

TUESDAY

1st	<p>4:00 Leadership Forum Room 100 WTC</p> <p>4:45 BSU Ex-Council</p> <p>8:00 Dean of Women with boarding women — Auditorium</p>	<p>10:50 Chapel</p> <p>3:00 YWA Ex-Council</p> <p>5:00 Men's Council Meeting</p> <p>6:30 Gamma Beta Phi</p> <p>6:30 Wesley Fellowship</p>	<p>2:00</p> <p>6:00</p> <p>10:00</p>
2nd	<p>2:00 English Faculty Monday Following Faculty Meeting</p> <p>6:00 Church Related</p>	<p>10:50 Chapel</p> <p>5:00 Men's Council Meeting</p> <p>6:15 General YWA</p>	<p>2:00</p> <p>4:00</p> <p>6:00</p> <p>6:00</p>
3rd	<p>6:30 Vespers</p> <p>8:00 Dean of Women with boarding Women — Auditorium</p>	<p>10:50 Chapel</p> <p>4:00 Alpha Pi Epsilon Faculty Lounge</p> <p>4:00 Commercial Club Room 110</p> <p>5:00 Men's Council Meeting</p> <p>6:15 YWA Group</p>	<p>2:00</p> <p>6:00</p>
4th	<p>6:30 General BSU</p>	<p>10:50 Chapel</p> <p>5:00 Men's Council Meeting</p>	<p>2:00</p> <p>6:00</p> <p>6:00</p>

S.G.A. Assembly: Sept., Oct., Jan., Mar.

ACTIVITIES

WEDNESDAY

THURSDAY

SATURDAY

Ministerial Assn. Men's Council Men Meeting Men Students St and Denmark	10:50 Convocation 4:00 Faculty 6:00 Circle "K"	
Ministerial Assn. The Ec Club Room 100 Men's Council	10:50 Convocation 3:00 Young Republicans 6:00 Circle "K"	
Ministerial Assn. Men's Council	10:50 Convocation 4:00 Music Study Club 6:00 Circle "K" 7:00 Phi Theta Kappa	
Ministerial Assn. A — Room 100 Men's Council	10:50 Convocation 3:00 Young Republicans 6:00 Circle "K"	

. Installation of Officers
 n April (Date to be set)

No Scheduled Meetings for
 Friday, Saturday and Sunday

(E)

WEEKEND SCHEDULE

Saturday

- 7:45 A.M. Rising Bell
- 8:00 A.M. Breakfast
- 12:00 noon Lunch
- 5:00 P.M. Supper
- 11:55 P.M. Warning Bell
- 12:00 P.M. Sign in Time

Sunday

- 7:45 A.M. Rising Bell
- 8:00 A.M. Breakfast
- 5:00 P.M. Supper
- 11:25 P.M. Warning Bell
- 11:30 P.M. Sign in Time
- 12:00 P.M. Lights Out

In summer school and night school no class absences are permitted. When emergencies make absences unavoidable the student must satisfy the instructor that the absence was justified in order to continue in class. Night school and summer school instructors who encounter instances of repeated absences or tardies will notify the academic dean.

EVALUATING THE ACADEMIC EXPERIENCE

A part of being involved in learning is the necessity of continued evaluation of progress. Grades on tests and assignments provide the student information on his progress and serve as guides for improvement.

Tests and Examinations

All classes are examined at the close of each semester. The examination will be given as scheduled. No examinations will exceed two hours in duration. In addition to these regular examinations class tests are conducted at such times as the instructor in charge may think proper. If students are absent from a test the decision as to whether or not the student may make up the test lies with his instructor.

No student may be exempted from a final examination and instructors will not hold examinations out of the scheduled time. Permission to make up a final examination missed will be given only in cases of severe emergency and will be approved by the academic dean.

Each student will sign the following pledge when completing a test or examination: "I have neither given nor received aid on this test."

Grading System

The following table shows the number of grade points per semester hour credit for each grade.

Grade	Numerical Value	Grade Points
A	100-95	4
B	94-89	3
C	88-80	2
D	79-70	1
F	69 and below	0
FA	Failure because of absences	0

Students withdrawing from classes will be given:

W —Withdrawal before mid-semester examinations

WP—Withdrawal while passing after mid-semester exams

WF—Withdrawal while failing after mid-semester exams

Reporting of Grades

At the middle of each semester and at the end of the semester the grades of each student are sent to the Registrar's office by the instructor. Mid-semester grades are not recorded on the permanent record of each student, but final grades are. The grades at both grade reporting periods are sent to the parent or guardian of each student.

At the grade reporting periods faculty members post on bulletin boards lists of student grades using student identification numbers. Grades are not available from the registrar's office except through the mail.

A, B, C, and D are passing grades. F, FA, and WF means failure. The semester grade represents all the work of the student in the course concerned, including daily recitations, special tests, and the final examination.

Repeating a Course

Poor performance on a course can be overcome by repeating the course. A student may enroll in a course three times. This means that he may repeat a course two times.

A student repeating a course can earn the semester hours only once. The grade points given will be those earned for the highest grade made in the several attempts. Each time a student repeats a course this increases the total number of semester hours attempted. All hours attempted will be used in computing the overall grade point average. A student who repeats a three semester hour course twice will earn only three semester hours. However, he will have attempted nine semester hours and the total hours attempted will be used in computing the grade point average.

RESULTS OF THE ACADEMIC EXPERIENCE

Classification

A student must have a total of 24 semester hours credit and be eligible to return to college to be classified as a sophomore. Although students are classified as freshmen or sophomores the college most often uses the designation "new" and "former" students for purposes of registration.

Eligibility to Remain in College

At any time that a student's overall cumulative grade point average falls below 1.0 (D) he will be permitted to re-enroll only by special permission of the admissions committee. Any student with less than a D average is subject to academic suspension.

Students whose academic performance falls below the C average are classified as "special guidance students." Their status with the college is probationary and the college gives these students special guidance to help them overcome their difficulty. The academic dean and other officers of the administration and faculty, including the student's faculty adviser, will prescribe for such students courses of action which they deem necessary for the improvement of their academic performance. These may include:

1. Remedial instruction
2. Reducing the total academic load
3. Limiting outside activities such as work, extra-curricular activities, etc.
4. Special classes on study skills
5. Required conferences with instructors

Students subject to the special guidance program are those who fail to earn a grade point average of 1.5 at the end of the first semester, a 1.7 at the end of the second semester, and 1.9 at the end of the third and following semesters. This standard recognizes that since the 2.0 is needed for graduation the student who does not perform well must show progress toward that average to remain in good standing in the college.

Grades on non-credit courses (such as remedial math and English) will not be used in computing grade point average.

Special Note. Any student, having spent four regular semesters at Anderson College, must have approval of the admissions committee before he is permitted to return for an additional semester.

COMPLETION OF THE ACADEMIC EXPERIENCE

Graduation Requirements

Anderson College graduates receiving the A.A. degree earn a total of 64 semester hours credit and a grade point average of 2.0.

Requirements for the one year Secretarial Science Certificate are 32 semester hours and a grade point average of 2.0.

Requirements for Honors

Any student who maintains an average of 3.50 quality points for each semester hour of credit for the entire course of study shall be granted his diploma Cum Laude; any student who maintains an average of 3.75 quality points for each semester hour of credit for the entire course of study will be granted his diploma Manga Cum Laude; and any student who maintains an average of 3.95 quality points for each semester hour of credit for the entire course of study shall be granted his diploma Summa Cum Laude.

Dean's List—At the end of each semester, all students having a grade point ratio of 3.5 will be named to the official Dean's List; all students with a grade point ratio of 3.0 and no grade below a "C" will be recognized but not named to the official Dean's List.

Honors and Awards Day—Honors and Awards Day will be held sometime during the last of April. Each department may nominate students to be recognized for doing outstanding work during the year.

WITHDRAWALS

Withdrawals from College

Students who wish to withdraw from the College at any time other than the end of the semester are required to file a withdrawal form with the Registrar. Any student who withdraws from the college without notifying the President or the Registrar suspends himself. This means that he will not be allowed to re-enter college, and all grades will be recorded as "F."

Any student having been enrolled at Anderson College who has ceased to be enrolled is asked to absent himself from the campus and all campus activities until the end of the current school year.

Procedure for Dropping a Class

A drop slip will be secured from the Registrar. A charge of \$1.00 must be paid at the business office for changes after the late registration date, unless the change is made at the initiative of College authorities. The drop slip will be signed by the professor and returned to the Registrar's office.

A subject dropped after the middle of the semester is recorded as a subject failed if the grade is below passing at the time. A subject dropped by excessive absences will be recorded as a failure.

A student desiring to drop a course and have the grade recorded as a "W" must have the drop slip signed by his Professor and he must return the drop slip to the Office of the

Registrar by October 9 (for the Fall Semester) or February 24 (for the Spring semester). A subject dropped after October 9 or February 24 is recorded as a "WF" if the grade is below passing and a "WP" if the grade is passing at that time. A subject dropped by excessive absences will be recorded as a "FA." All "WF's", "WP's", and "FA's" are counted as hours attempted when the Grade Point Ratio is figured.



MEETINGS

Chapel and Convocation

All students are required to attend chapel on Tuesday and convocation on Thursday at 10:50 a.m.

Absences will be excused on the same basis as class absences. A student who accumulates more than two unexcused absences is subject to suspension from the College and must appear before the Chapel Committee.

No loitering in halls, foyers, colonnades, lounges, or parlors will be allowed during chapel time. Any student taking a cut will be expected to wait or study in the classroom in which his last class was held or in which his next class will be held.

Church Attendance

The primary concern of the College is the education of Christian students.

Attendance at worship service is expected of all resident students. Churches in Anderson are very friendly and eager to make one feel at home. Transportation is provided by many of the churches in the area.

Other Events

Full attendance at the meetings of the freshman and sophomore classes are urged.

Students are also encouraged to attend the following: Sophomore-Freshman Reception, President's Reception, Christmas First Night, Founders Day Exercises, Faculty Recitals, Graduating Recitals, Community Concert series, and designated plays and programs.

INFIRMARY REGULATIONS

1. Students who need medical care will report to the infirmary as soon as possible.

2. Students coming to the infirmary for an overnight stay must notify the Dormitory Counselors before coming.

3. No meals will be served in the dormitory rooms. Sick students report to the infirmary.

4. Students must report to the infirmary for medication. No medication will be sent to the rooms.

5. Resident students who have need of a doctor for any cause will check with the college nurse and she will make the appointment with a doctor. The student must be accompanied by the college nurse or a person designated by the nurse.

6. In case the student has to be taken to the hospital or to surgery, his parents will be notified immediately.

7. A student needing a tooth extracted must first have permission from the parents.

8. Class excuses from the nurse will be given for those students who stay in the infirmary, but not to those who remain in their rooms during an illness.

9. The nurse is not responsible for medicine taken in the dormitory room, nor for continued treatment prescribed prior to the student's admission to the college. In case of need for continued treatment, the nurse and a local doctor should be consulted.

10. Visiting hours in the infirmary will be from 3 p.m. to 5 p.m. with permission from the nurse. Men students are not permitted to visit women staying in the infirmary, or women students to visit men in the infirmary.

11. Office hours:

8 a.m. to 12 noon

1 p.m. to 2 p.m.

6 p.m. to 7 p.m.

Students are urged to go to the infirmary at stated hours insofar as possible.

12. Prescription drugs and expensive bandages for sprains,

etc., will be paid for by the student.

13. The special student insurance policy does not pay for doctor's calls. Students are responsible for doctor's services. Routine infirmary illnesses are not charged to the student.

14. A sick student's parents or relatives may not be notified of the illness except by the proper college authorities.

15. Routine fitting of glasses, contact lenses and special dental work which are not emergencies must be done before coming to Anderson College. These are included in the health report and no permission will be given for this kind of work during a school term.

16. Physical education instructor has the privilege to send injured students to an orthopedic doctor.

17. Emergencies can occur any hour of the day or night. The hours posted in the handbook are to encourage students to go for routine medication. This does not mean, should a student suddenly become ill, that he or she cannot go to the infirmary.

18. Any student to be sent to the hospital, man or woman, from the infirmary will be entered by the college nurse personally.

19. Dormitory Counselors, will call the nurse for students, both men and women to contact the infirmary after 7:00 p.m.

20. Bring the necessary personal items when expecting to be admitted to the infirmary.

21. When the nurse or the counselor feels a student is ill enough to be removed from other students she may send her or him to the infirmary.

22. Students must have a consent for treatment form on file at the college.



LIBRARY REGULATIONS

1. The library is open Monday through Friday, 8 a.m. to 5 p.m.; 6:30 to 9:30 p.m., and on Saturdays 9 a.m. to 12 noon.

It is open on Sundays from 6:30 p.m. to 9:30 p.m. The library will be closed on college holidays and evenings of required entertainments.

2. The library may be used by all members of the college community. Students are asked to identify themselves by use of their identification cards when checking out books.

3. Books, except reference and reserve books, may be checked out for two weeks and may be renewed once for the same period provided no one has requested that particular book.

4. Books placed on reserve at the request of faculty members are to be used in the library only and cannot be checked out. Students are required to sign for reserve books to be used in the library.

5. A fine of five cents per day is charged for an overdue book. If the fine is paid at the time the books are returned the total fine will be cut in half.

6. Magazines and newspapers will be used in the library only. Newspaper clippings will be kept if request is made to the librarian.

7. Each borrower is held responsible for books and materials checked out in his name. Overdue books must be returned and fines paid in full before a student is entitled to receive credit for the semester.

8. The general rules for campus behavior and dress apply to the library. Improper behavior will not be tolerated.

BOOKSTORE

Hours: Monday-Friday—8:30 a.m.-3:30 p.m.
No charge accounts will be permitted.

CANTEEN

Food Service Hours

Monday-Thursday

8:00 a.m.-6:00 p.m.

Friday

8:00 a.m.-2:00 p.m.

Saturday

8:00 a.m.-12:00 noon

TV Hours Only

Monday-Thursday

6:00 p.m.-8:00 p.m.—TV only

Friday

6 p.m.-12 midnight—TV only

Saturday

12 noon-11:00 p.m.—TV only

1. The canteen is located between the women's dormitories behind the dining hall and kitchen on back campus.
2. No charge accounts will be permitted.
3. The Lost and Found Department is in the canteen.

MUSIC DEPARTMENT

1. Practice rooms are assigned by the Music Department to students studying Applied Music with one of the college instructors.
2. Auditorium pianos and organ are never used except by express permission of the Chairman of the Music Department.
3. The Music Building is for the use of students studying Applied Music with one of the college instructors. Students will come for an assigned lesson, practice period or conference.

STUDENT CENTER BUILDING

The Student Center Building houses the post office, canteen, bookstore, women's day lounge, men's day lounge, color TV, and billiard room. Students use this area during the day and other hours as announced under the various services.

GYMNASIUM

The use of the gymnasium is under the supervision of the athletic director, dean of men, and dean of women.

WORK GRANTS

1. Students may make application for work in the college dining room, library, switchboard, certain offices, and other assignments.
2. Pay for such work is on an hourly basis.
3. Students work under the supervision of a designated faculty or staff member. Those who accept work grants are under obligation to fulfill their duties faithfully throughout the session except for unusual circumstances such as serious physical or academic problems.
4. Application forms for work grants may be obtained from the business office.

STANDARDS OF CONDUCT

General Conduct

1. A student is expected to show both while on campus and away from campus a respect for order, morality, personal honor and the rights of others.
2. The Administration may at any time request the withdrawal of a student whose conduct or general influence is considered harmful, even though no specific charges be made.
3. Students involved in improper conduct or improper

display of affection will be disciplined by the Councils and/or Dean of Women and/or Dean of Men.

4. Students should be reminded that turning in a false fire alarm is subject to legal action, as well to suspension from the college.

5. Behavior in the front parlor and foyer is expected to be more formal and decorous. Sitting on the red carpeted stairs is prohibited.

6. Students must not lean out of or sit in the windows of rooms at any time or talk from the windows to anyone outside.

7. No gum chewing in the Auditorium or in the dining room.

8. There will be no card playing in the canteen, colonnades or other public places.

9. The South Carolina Baptist Convention, as a convention, is opposed to its educational institutions sponsoring or promoting dances. Anderson College women, with special permission from home and full responsibility being assumed by the parents, may be away from the college in order to attend some special occasion where there is dancing. Escorts will call for and return with their dates. This applies for planned dances which are organized and chaperoned.

10. Following dinner, students may walk on the Boulevard between Calhoun and Greenville Streets. There is to be no loitering on the grounds below the parking area nor in the driveways anytime.

11. Students are not permitted to eat in the parlors or the foyers of the main building or the dormitories. The canteen is for this purpose. Students may receive visitors in all these areas except the dormitories, but no eating is done at any time in any of these places. During the free time following dinner students may gather in these areas and enjoy the piano and fellowship.

DINING ROOM

	M-W-F	T-Th.	Sat.	Sun.
Breakfast	7:00-7:45	7:00-7:45	8:00- 8:30	8:00-8:30
Noon:	11:15-1:15	11:40-1:30	12:00-12:30	12:00-1:00
Evening:	5:00-6:00	5:00-6:00	5:00- 5:30	5:00-5:30

1. Dining room etiquette calls for quiet, inconspicuous behavior. Rowdy or boisterious conduct is out of order.

2. Students are expected to line up outside the dining room door, making two lines and leaving the center aisle open with no sitting on the steps in this section.

3. No food except fruit may be carried from the dining room.
4. All students living in the college dormitories and approved housing are required to buy semester meal tickets.
5. Day students wishing to take the noon or evening meal in the college dining room may do so.
6. Students wait in line until the dietitian gives the signal for the door to open and the lines to enter.
7. Impromptu singing in the dining hall is out of order.
8. No breaking in line for meals at any time.

Off-Limits

1. Any unchaperoned party is off limits for Anderson College students. Chaperones must be approved by the Dean of Women or Dean of Men.

2. The TV station behind the college is off limits for students, except for occasions which are authorized. This is a place of business and the property has been leased for this purpose.

3. If a student questions whether or not a place or occasion is off limits, he or she should ask the Dean of Women or the Dean of Men.

4. Walking on the Boulevard is permitted but no sitting on steps leading to residences along the way, nor sitting on the curb. This includes the top of walls to the college campus.

5. In keeping with other regulations in this handbook, men's residence halls are off-limits for women and women's residence halls are off-limits for men.

6. Other places may be declared off limits by the Student-Faculty Committee.

7. Women students do not loiter on stairs in gym building. These are for passageway only.

8. Back Campus is off-limits after 8:00 p.m. to all students. This will include area around Canteen, Women's Dormitory and area between Gym and Pratt Hall, and athletic field.

Telephone Regulations

1. All incoming calls are handled through the Switchboard, and the pay telephone.

2. Long distance calls will be made from pay telephones in the halls even though they are collect calls.

3. Office telephones are business phones. Students are requested not to use them for personal calls.

4. No telephone calls may be made or received between 11:00 p.m. and 8:00 a.m. during the week. No calls shall be made or received on Sunday morning until 8:30 a.m. All hours

for making and receiving calls are for all telephones, switchboard and pay telephones.

5. No telephoning is permitted during study hall for women. Emergency calls will be accepted by the Dormitory counselors.

6. Day students may use the telephone in East Colonnade and the ground level of the Watkins Center.

7. Students will limit their telephone calls to five minutes. This is intended for all, pay telephones and telephones in the hall.

8. There will be no telephoning between Pratt Hall and Denmark Hall.

9. Students from Men's Dormitory are permitted to call the Women's Dormitory during the hours the women may receive calls.

10. Women students may not call the Men's Dormitory.

11. Emergency calls for men students between the hours of 11:00 p.m. and 8:00 a.m. are received through the pay telephone at the Men's Dormitories. The Switchboard in the Administration Building is closed during these hours.

12. Women students may receive emergency messages through the counselors during these hours—11:00 p.m. until 8:00 a.m. But no calls are received by the Women students themselves during this time.

13. Women boarding students are not to use the telephone in East Colonnade. This telephone is for use of day students and men students.

14. Only those working at switchboard go into this room.

15. Students do not talk to switchboard operators while they are on duty.

Use of automobiles

1. All students will be permitted to keep cars on campus subject to college traffic regulations.

2. Women students are not permitted to sit in automobiles after returning to campus, nor stand around talking to men in parked automobiles on the campus after dark.

3. A student may not register his car in another student's name.

4. Power-driven vehicles, such as Hondas, are subject to the same regulations as automobiles on campus.

5. Students will not clean, wash or repair their automobiles on campus on Sundays.

Traffic Regulations

1. A charge of \$5.00 is made for the privilege of parking cars on the campus.

2. All automobiles using the parking areas on campus must have a campus sticker displayed on the left back bumper.

3. Parking on campus is to be in the four parking areas. Parking for students is permitted in any space which is outlined by white lines. Fines will be imposed for parking anywhere else on campus.

4. Visitors' permits for a 24-hour period may be obtained for special occasions.

5. The speed limit of 20 miles per hour should be strictly adhered to. There will be no reckless driving or any excessive speed on campus.

6. If a car is borrowed and a violation of any description occurs, the driver and the owner of the car will be charged with the offense.

7. It is the duty of all students to know the campus traffic and parking regulations. Ignorance is no excuse for protest. All new regulations enacted during the semester will be announced in chapel, published in the school newspaper and placed on bulletin boards.

8. Fines for violation:

First ticket — \$5.00 fine

Second ticket — \$10.00 fine

Third ticket — \$15.00 fine

After fourth ticket — Suspension of campus license for remainder of year.

STUDENT TRAFFIC COMMITTEE

I. This committee is authorized by the Dean of Student Affairs through the powers duly rendered unto his position.

A. This committee is composed of the following:

1. Three day students—at least one male and one female.

2. Two boarding students—one male and one female.

3. One or two faculty members and/or one administrative representative.

B. Meetings:

1. The committee will meet twice a month; more often if required.

II. All hearings will be conducted informally without the normal regard for technical requirements or procedures expected in formal judicial proceedings.

III. Student appeals are allowed only if there are extenuating or mitigating circumstances.

IV. The committee is responsible for decisions concerning all

traffic violations which are appealed. Decisions are to be based on traffic regulations as established by the college and published in all literature, with possible exceptions being outlined in advance by the committee, and any extenuating or mitigating circumstances.

V. Process of appeal:

- A. Students must explain briefly, in writing, why he is appealing, within forty-eight hours after the time of the violation, excluding Saturday, Sunday and holidays. The necessary form will be available through the office of the Dean of Student Affairs.
- B. The secretary to the Dean of Student Affairs is to set the date and time for appearances before the Traffic Committee. This is to be done in writing, with two copies being made, one given to the student and one being forwarded in advance of the meeting to the committee, with the copy of the traffic ticket attached.
- C. Students failing to appear as scheduled without reason given in advance to the secretary in the Dean of Student Affairs office, waive any right of further appeal on that violation.
- D. The committee has full authority to uphold or deny appeals or to reduce or uphold fines.
- E. The student may seek relief from the decision handed down by this committee only under highly unusual circumstances and only with the approval of a simple majority of this committee. This relief can be sought from the Student-Faculty Committee, which is the highest level of appeal other than an appeal direct to the president of the college.

GENERAL DORMITORY REGULATIONS

All out-of-town Anderson College students are required to live in the dormitories. This means that students from out-of-town, men or women, are not permitted to live in the city of Anderson and attend Anderson College.

Keys

1. Room keys are furnished each student. The College is not responsible for any missing articles. One dollar deposit is made for a room key, to be refunded at the end of the year on return of the key. Students not returning keys will be charged for the cost of changing locks.

2. Post office keys are furnished, using the same system

Damage

1. Students are responsible for any damage done to their rooms or the furnishings of their room. The college will charge

the damage to the student responsible.

2. There will be absolutely no writing on walls or furnishings. Marring of buildings or furnishings in any manner will be paid for by the guilty person. No nails or thumbtacks will be used in the walls. No scotch tape is to be used on walls or woodwork. Use masking tape only, which is available at the book store.

3. Every piece of furniture and other property of the college is inventoried and is charged to the student, according to the room assignment. No furniture may be added to or removed from the room under any circumstances without permission.

4. If individual damage is non-determinable, damages will be pro-rated to all students, male or female.

Noise

1. Reasonable quiet shall be maintained at all times.

2. The special regulations for quiet during study hall periods must be observed. These regulations will be furnished after the students arrive on campus.

3. Students must not run through the halls.

4. Loud playing of radios, record players, or musical instruments at any time is not permitted.

5. Fire works are not permitted.

Electrical Equipment

1. The following regulations are necessary to maintain safety.

2. The following electrical equipment is permitted in the dormitory rooms: lamps, hair dryers, electric blankets, fans, sewing machines, radios, record players, and portable TV's.

3. No irons, hot plates, corn poppers, or sun lamps are permitted. Students will not bring these items with them to college nor use them in their dormitory rooms.

4. There will be no cooking of any kind in the dormitory rooms.

5. Use of electrical appliances in the rooms is subject to the approval of the college.

6. Students needing the use of ultraviolet ray lamps will see the nurse in the infirmary.

7. These are permitted: portable air conditioner, with payment of \$15.00. Installation must be made by the college maintenance crew.

Miscellaneous

1. Students are not permitted to store food in their rooms.

It is permissible to keep "Care" packages from home, however, in appropriate containers, such as cookie jars.

2. There will be no pets allowed in the dormitories. This includes animals which may be classified as laboratory experiments, gold fish, parakeets, etc.

3. No salesmen, agents or peddlers or vendors are permitted in the dormitories.

4. The blinds or shades in the dormitory rooms must be closed when lights are on.

5. Because of the grave danger of physical injury, the practice of throwing students in bathtubs is prohibited at Anderson College.

6. If a resident student marries while the college is in session, that student withdraws from the dormitory.

7. Students shall not place signs in dormitory windows.

8. The placing of signs and banners on the campus will be cleared with the Dean of Student Affairs.

9. No beer, liquor signs nor bottles may be displayed anywhere on campus, canteen, rooms in dormitories or lounges.

Linen Service

A linen service is available which furnishes a pair of sheets, pillow case and three bath towels per week for about \$30.00 for the entire school year.

Laundry Service

Self-service laundry facilities are available in the dormitories.

FOR DAY STUDENTS



1. Out-of-town day students are not permitted to live in the city of Anderson and attend Anderson College.

2. Day students are subject to the regulations of the college and are required to conform to Student Government rules and regulations.

3. Special attention is called to the rules on smoking and the regulation regarding proper clothing.

4. Men students are never allowed on women's dormitory halls except to assist with luggage at the beginning and end of school.

5. Women's dormitory lounges are not open to men students, and the men's dormitory lounges are not open to women students.

6. Day students are not permitted to spend the night in the dormitories.

7. Attractive lounges have been provided for the comfort and enjoyment of non-resident women students in the canteen area.

8. The men's smoking lounge is located on back campus. Men students are not to smoke except in designated places.

9. Non-resident women students will be given the privilege of visiting women's dormitories between the hours of 4 and 7 p.m. after permission has been obtained from the dormitory counselor.

10. Day students who do not fit into the spirit of Anderson College, either on the campus or off the campus, may be asked to withdraw from the college.

11. Day students wishing to take the noon or evening meal in the college dining room, may do so.

12. Students not taking their meals in the dining room are not permitted to visit in the dining room during meal hours.

13. Women day students are not allowed to sit in parked automobiles on campus after dark.

14. Day students do not eat or study in the lounges and foyers of the dormitories.

15. Day students are responsible for the proper keeping of their lounges. Bottles, papers, and other trash must be kept in proper containers provided for this purpose.

Married Students

1. Married students (this is interpreted by the college to be anyone who has ever been married), men and women, will attend the college only as non-resident students.

2. If a resident student marries while the college is in session, he or she withdraws from the dormitory.

3. The Administration is opposed to marriages which are kept secret.

4. If a student marries secretly, he or she may be asked to withdraw.

5. If a married woman student learns during the semester that she is pregnant, she is to inform the Dean of Women immediately of this fact. In general, it is the policy to allow such students to complete the work of the current semester.

6. Married couples may make application for housing at Bailey Courts through the Dean of Student Affairs.

INFORMATION FOR WOMEN STUDENTS

WOMEN'S COUNCIL

1970 - 71



First Row, Left to Right — Ann Farrow, Brenda Story, Harriett Floyd, Debbie Jo Kirkland, Jackie Wemple, Ann Burns. Second Row—Carolyn Davis, Marina McCarter, Beverly Lowry, Barbara Culbertson, Sissy Taylor, Gloria Charpia. Third Row—Deborah Sellars, Ann Smith, Debbie Bouchillon, Linda Sloan, Sally Strack.

THE HONOR CODE

Self-government can be successful only when founded on personal honor. Personal honor requires that every student act honorably in academic work as well as in every other phase of college life. It is the duty of every student to uphold the ideals and regulations of the College through his or her own personal conduct. A student is bound by his personal honor to report to the Student Council any violation which he has committed.

THE PENALTY SYSTEM

To aid in the administering of regulations, a system of penalties has been set up by which the Student Councils determine with the aid of the Student Faculty Committee, the punishment for infraction of rules. It is the duty of every Student Council member, the residence counselors, all staff and faculty members to hand to the Student Government a written report concerning any student whom they see violate any regulation.

At the beginning of each semester the Handbook, including the penalty system, will be carefully explained to all students. After a thorough study, a comprehensive test will be given to make certain that the rules are understood. The Honor Pledge to be found in the back of this book will be signed by each student at this time.

Ten penalties constitute a demerit. Parents are notified when the student receives one demerit. After accumulating fifteen penalties, students appear before the Women's Council and are given a four-day campus. Upon the accumulation of three demerits she will receive a week's restriction. A student may appear before the Women's Council if she has questions concerning her penalty. This request must be in writing to the Chairman not later than one week after receiving a penalty.

ANDERSON COLLEGE

Penalty System

Misdemeanor	Penalty
Failure to sign in on time	Penalty determined by lateness
(One penalty for the first three minutes then one penalty for each succeeding minute to ten. After this, the lateness to be determined by the council.)	
Failure to sign in	2
Failure to sign out	2 to 4
Failure to notify counselor when not returning to campus as signed out —	Penalty to be decided by Women's Council.
Leaving campus with group and returning alone—	
Weekend restriction and loss and dating privilege during week.	
Failure to be in room for room check or during study hall without permission	minimum of 3
Untidy room in dormitory	1 to 3
Improper dress	2 to 4
Ill manners in dining hall or chapel	minimum of 2
Sitting in cars on campus after dark, talking to boys in cars or loitering in the boys' smoking area	5
Visiting patients in infirmary without nurse's permission	3
Chewing gum in dining room or chapel	1
Breaking Infirmary Regulation No. 5	3
Day student in dormitory room without permission of counselor, day and boarding students	5 ea.
Excessive noise at any time, running through halls, slamming doors	2 to 4
Using telephone longer than 5 minutes	minimum of 2
Abuse of equipment	minimum of 4
Poor attitude	minimum of 5
Student in area where she is not supposed to be	minimum of 5

Deliberately leaving dormitory and campus without sign-out or a false sign-out	Council Matter
Throwing persons in the bath tub	Week's Restriction
Improper conduct on campus	15 penalties
Talking out of windows	1-3
Improper sign out	5
Watching TV during study hall	3

A campus for accumulation of penalties begins at eight o'clock the morning following the Council meeting and ends Monday morning at eight o'clock. A campus for special causes not listed to be set by the council.

If penalties are not listed for a particular misdemeanor, they will be determined by the Women's Council.

In order to prevent careless infraction of the rules and regulations at the end of the school year, the infractions will be handled by the Faculty members of the Student Faculty Committee according to the seriousness of the offense.

A Restriction or a Campus will not be lifted anytime unless in case of emergency. Emergency here will be determined as outlined for class excuse.

SMOKING BY WOMEN STUDENTS NOT ALLOWED

Special to Parents and Students

Women known to be smoking will be warned on first offense and parents will be notified. On second offense women will be suspended from college.

A RESTRICTION

These are permitted:

Classes, chapel, library, meals

Required meetings

Church

Walking with girls on front campus

Walking to Post Office for mail but do not loiter in the area.

May go to the sun deck.

These are not permitted:

Attending ball games and tennis matches

Representing the college officially

Dating

Nights out or afternoons out

Going to canteen

Talking with men students on campus anywhere except speaking in passing

Use of phone except in emergencies (These must be cleared in advance by counselor.)

A CAMPUS

May not leave campus any time except on Sunday when attending church.

May receive parents on campus at all times.

May use the telephone.

May not date any time.

May attend ball games or watch other sports activity, attend college programs on campus but not with a man student.

May not talk to men or men students any time except to speak in passing.

Infractions of regulations which carry a restriction on campus will be determined by the Women's Council or the Student Faculty Committee.

REGULATIONS FOR WOMEN RESIDENT STUDENTS

Dress For Women

1. Students are expected to dress properly for all occasions. Elaborate and expensive clothing is not necessary. Students are, however, expected to appear neatly dressed and well groomed at all times and especially off campus.
2. Proper dress for girls going to church consists of dress shoes, appropriate dress or suit, hat, bag, and gloves.
3. Bermuda shorts, culottes, long pants, may be worn on back campus, in the physical education classes, to breakfast on Sunday mornings, when bicycling, and in the canteen when not dating, Friday evening meal and Saturday meals.
4. For picnics, outings and skating, women may wear slacks or bermuda shorts with consent of the Dean of Women for EACH occasion.
5. Culottes are not to be worn to classes, to the offices, or to any function on front campus. They are to be worn only on back campus.
6. Men visitors, whether students or non-students, must be properly dressed when calling for their dates. Bermuda shorts and shirts worn loose will not be permitted. Women students will not date men nor ride in cars with men who are not properly dressed. On Sunday, when dating, men will wear coats and ties.
7. Women students wear hair curlers in their dormitories, when taking sunbaths.
8. Suitable garments must be worn to and from sunbathing area on back campus.
9. On Sunday and other special occasions, they wear dress shoes.
10. All students eating Sunday lunch in dining hall wear Sunday dress.
11. Raincoats are never worn over shorts to meals in the dining hall or anywhere else.

12. Women students who dress in Denmark for gym will NOT use front foyer, but go around buildings on back campus.

13. Women students dating on Sundays will wear suitable dress.

14. Concerts, recitals and special programs require dressy dresses and dress shoes.

15. Women wear dress shoes when appearing on stage for a program.

16. Formal evening wear is proper dress for the President's Reception in the fall.

17. When in doubt concerning dress, consult the Dean of Women.

18. The front foyers and halls of the dormitories are considered public. Women when not dressed for the day must wear housecoat or bermudas in these areas.

19. Women students may leave for home in slacks from back campus **only**. If returning to the campus from the weekend in slacks, the student still enters on back campus before 8:00 p.m.

Dating

1. Dating is permissible on nights out, afternoons out (provided women sign out) and on Saturday and Sunday. There will be no dating without signing out.

2. Anderson College students date during their free time, and not during the morning hours or any time classes are being held, whether or not the individuals have a class at this time. However, students taking their afternoons out, may date by signing out on their cards.

3. Friday and Saturday evening sign-in time for freshmen is 12:00 p.m.

4. All boarding women will be given extended time until 12:00 midnight on Saturday nights.

5. When leaving the college with a date or returning from a date, women students will use the front door of the main building.

6. At the sound of the warning bell five minutes before sign-in time, all dates must leave promptly. Women students are expected to sign in and be in their rooms at the last bell.
7. No sitting in cars after returning. No stopping on porch. Women students must come at once into the building.
8. Women may sign out for date from 6:30 to 8:30 p.m.
9. Men students dating Anderson College students will follow and obey all rules regarding dating privileges.

Weekend Privileges

1. The five day Class program leaves weekends free for everyone with a few exceptions which are explained below.
2. The weekend begins after the last class on Friday afternoon.
3. The first weekend of school is closed until after September 1.
4. The weekend of May Day is a closed weekend.
5. The weekend of "Christmas First Night" is closed.
6. All women students will return from the weekend on Sunday evening not later than 11:00 p.m.
7. Commencement weekend closed for those involved.

Nights Out

1. Friday, Saturday and Sunday nights are free nights when students may date or be away from the campus.
2. Sophomores with a "B" average may have one night out Monday through Thursday.
3. First semester freshmen are not permitted date nights Monday through Thursday.
4. Second semester freshmen with a "B" average have one night out Monday through Thursday.
5. Any boarding student may attend prayer service on Wednesday nights, but not with a date. It is expected that students go directly to prayer meeting and return to the campus immediately following the service. Students who sing in the church choir at any of the churches may substitute this for the prayer service. Sign in time on Wednesday nights is 9:30 p.m.
6. Boarding women students may have 1:00 a.m. leave on Friday and Saturday nights with clearance by the Dean of Women.
7. Women who attend men's basketball games on campus may sign out after game until 11:00 p.m. during the week.
8. Council members have one night out Monday through Thursday.
9. Women students do not leave campus for out of town after dark without a man in the group.

Sign Out Procedure

1. The sign-out desk is located in the office of the Dean of Women. Someone will be on duty in this area from 8:30

a.m. until 8:30 p.m. to help students with sign-out and sign-in or other needs which may arise.

There will be two sets of cards in two separate boxes for each boarding woman student. White cards will be used for freshmen for daily sign-in and out and a green card for weekend and overnight. The white and green cards will be in two separate boxes. They will be marked Pratt and Denmark Hall, both dorms will have two boxes.

Sophomores cards will be blue for daily sign-in and out and yellow for weekend and overnight.

2. Students returning to Anderson and the campus sign in immediately upon arrival, even though they may return earlier than expected.

3. When leaving and returning to campus, women must sign out and in the office. Individual cards are provided for this purpose.

4. Students are not permitted, under any circumstances, to sign out or in for another student.

5. The sign time must be exact and correct.

6. Each time a student leaves the campus, even for a short time, she must sign out and in. Exception: walking between Calhoun, Greenville Streets, and physical education classes.

7. The sign out card is initialed by the Dormitory Counselor when a student leaves the campus at night, for any special permission, when she goes home, and when she leaves the city of Anderson. It is not necessary for the card to be initialed when student goes to town for an afternoon, riding within the Anderson area, to church Sunday morning, or afternoon dating. All other occasions require the initials of the Dormitory Counselor.

8. On week days, the sign out time for afternoons begins after lunch, and the student must sign in by 5:30 p.m. Evening sign out time begins at 6:30 and the student must return by 11:00 p.m. On Wednesday night, students must sign in not later than 9:30 p.m. on returning from prayer meeting.

9. Students going to the library or the music department to practice at night must sign out on slips obtained from the Dormitory Counselor for this purpose.

10. If a woman is to be later signing in than the designated time, she is to phone the Dormitory Counselor. She is not exempt from penalties unless the lateness is judged unavoidable.

11. Women do not sign out alone unless they have an escort.

12. When a student has signed out for a weekend she does not return to the dormitory unless she signs in again.

13. Visiting any town near Anderson or at a distance requires special permission. This includes Clemson.

Night Sign In

1. Each woman student will be given five penalties to draw upon for the entire semester. A student may use all or any part of these points at her discretion. On receiving penalties the woman student notifies the Secretary of the Women's Council by a written statement, if she wishes to draw from her grace penalties.

2. There will be a 15-minute grace period for night use. Students are still expected in at the time the sign-out indicates. Lateness after the 15 minute grace period constitutes a campus.

A student is expected to sign in upon ringing of the bell. Do not linger in the halls after ringing of the bell. There will be no grace period for 1:00 a.m. permissions.

3. Any late leave 1:00 a.m. or permission for attending dances must be cleared with the Dean of Women by 5:00 p.m. Friday.

4. There will be unlimited afternoons out beginning after lunch until 5:30 p.m.

Women may not leave the campus alone anytime.

Women leaving the campus with a group must return with the same group. Women students signing out with a group are not allowed to leave the group and return with a date or any other persons.

5. Women may walk between Calhoun and Greenville Streets. It is not necessary to sign out under these circumstances. If this walking is after dinner, students must be back on campus before it is dark.

6. Groups of three women are required after 6:00 p.m. when leaving the campus.

7. Signing out for town does not include visiting in homes, churches, hospitals, etc.

Closed Study Regulations

1. Quiet hour starts at 7:30 p.m. and closed study hall begins at 8:00 p.m. until 10:00 p.m. with a quiet period from 10:00 p.m. to 11:00 p.m.

2. Permission to study with another person will be obtained from the counselor.

3. Rooms will be checked by proctors at 8:05 p.m.

4. There will be absolute quiet during study hall. No radios nor record players may be operated. Typing and necessary running of water will be allowed.

5. The time from 10:00 to 11:00 p.m. is free time in the dormitory. Women students are not permitted to leave their rooms after final room check at 11:00 p.m. by house counsel-

ors. Absolute quiet must be obtained after 11:00 p.m. in all halls. Proctors in each area responsible for quiet in her hall.

6. The phone is not to be used during Closed Study.

7. There will be no visiting between the dormitories after 8:00 p.m. on week nights unless the student is dressed and has the permission of the counselor.

8. "Do Not Disturb" signs are not to be broken except by the Dormitory Counselor and a member of Women's Council.

9. A student may leave the room during study hall in order to go to the vending machines for food but must not talk nor make noise but return immediately to her room. Quiet must be obtained at all time. No visiting in room but to study. Only one visitor in a room at a time then with clearance through the counselor.

Inspection of Rooms

1. Rooms must be neat and clean and trash emptied daily. Bottles must be placed in racks. There will be a heavy penalty for bottles found in trash cans.

2. Rooms must be ready for inspection by the Dormitory Counselor Monday through Thursday at 10 a.m.

3. Any necessary change of roommates shall be referred to the Dean of Women.

4. No pictures are to be placed on walls. May have bulletin board for this purpose.

5. Untidy room notices will be given by the counselors. When a person has accumulated as many as three notices her name will be turned into the council.

6. No scotch tape may be used anywhere on the walls, wood work or doors.

Kitchenettes

1. The kitchens in both Denmark and Pratt Halls are for the use of women students during their free time. These kitchens are open from 7:00 a.m. until study hour, 8:00 p.m. They are also available during the study period break from 10:00 until 11:00 p.m. Monday through Thursday, as well as Friday, Saturday and Sunday evenings.

2. The other regulations pertaining to the use of the kitchens are posted in each dormitory. Students will be held responsible for their observance.

3. Students are expected to keep the kitchenette clean.

Sunbathing

A sun deck is provided for women students on top of the

student center which is located behind the Administration Building. This area is for sunbathing during the student's free time. There will be no sunbathing on Sunday until after lunch. Heels are not permitted on the sun deck. Tennis shoes or other soft-soled shoes must be worn.

Bathing suits must be covered with appropriate dress when students are going to and from sun deck. Sunbathing must be done on the deck and not on the roof tops on either side of the area.

Drugs

The possession of illegal drugs is prohibited implicitly. This includes any drugs which normally require a doctor's prescription, marijuana, or any means of getting a "high." All violations of this rule are interpreted as major offenses and are handled by the Student Faculty Committee.

Student Guest Arrangements

1. Special parking areas are designated with yellow lines for visitors.

2. Visitors may be entertained in the college dining room. Meals are charged at a price set by the food service.

3. Women guests may be entertained in the women's dormitories overnight on Friday and Saturday. Permission must be obtained from the Dormitory Counselor in advance, and the guest must be registered before arrival in the guest book. Guests are subject to all college regulations.

4. There are no accommodations in the dormitories for parents.

Permissions

1. A general permission blank will be mailed to parents before college begins. Permissions granted beyond those specified will be considered special and must be requested in a letter mailed to the Dean of Women.

2. When making plans for events not included in the general permission, students will make such plans with the Dean of Women. Early clearance will aid in carrying out plans without frustration and disappointment. The deadline for permissions will be Friday afternoon at 5:00 p.m.

3. The following form is mailed to parents of all women students.

GENERAL PERMISSION

After discussing the social regulations with your daughter, will you kindly check the permissions you wish granted to her.

Indicate "Yes" or "No"

1.To go boating on the lakes in the Anderson area.

- 2.-----To ice skate on the lakes in the Anderson area.
- 3.-----To water-ski and swim on the lakes in the Anderson area.
- 4.-----To ride in an automobile on dates unchaperoned.
- 5.-----To attend certain events out-of-town with clearance with the Dean of Women for each occasion.
- 6.-----To attend dances in the Anderson area, approved by the Dean of Women's staff.
(Anderson College does not sponsor dances either on the campus or in the area. However, students whose parents do not object are permitted to attend well-chaperoned dances in the area, Clemson and colleges which are near.)
- 7.-----To visit friends, relatives, or in homes of Anderson College students. (This would require an invitation in writing to the Dean of Women for each occasion.)
- 8.-----To come home for weekends using whatever transportation available.
- 9.-----To attend out-of-town events, with chaperonage approved by the college. This would include church programs, athletic events, and cultural programs.
- 10.-----To participate in programs sponsored by college organizations using whatever transportation provided.

SPECIAL PERMISSION

Any occasion not included in the General Permission requires a **special permission** which should be mailed directly to the Dean of Women. Do not enclose special permissions in letters to students.

Students will clear plans requiring Special Permission with the Dean of Women before writing home for parent's approval.

Parents are urged not to make requests contrary to the policies of the college. Permission from parents does not release a student from college regulations.

I understand that the college cannot be held responsible for any accident which may occur. I also understand that this permission is given subject to college regulations and that each student is responsible for a knowledge of any obedience to the regulations.

